

DEPARTMENT OF HISTORIC RESOURCES

Position Vacancy, #00048

ROLE: Historian/Archaeologist & Preservationist III, PAY BAND 5

WORKING TITLE: Tax Credit Reviewer

SALARY: \$41,778 – \$53,000 depending on experience

(Career potential to \$91,896)

Responsibilities: Review projects for the State and Federal Historic Rehabilitation Tax Credit Programs. Advises property owners, architects, and consultants regarding appropriate historic rehabilitation treatment and application of the *Secretary of Interior's Standards for Rehabilitation*. Conducts thorough review of proposed and completed rehabilitation work and responds to applications according to agency and National Park Service regulations, policies, and procedures. Conducts site inspections of rehabilitation projects as necessary and expedient to understand existing conditions, impact of work to historic character and integrity, and consistency with the *Standards for Rehabilitation*; prepares inspection reports, written recommendations, and other documents as needed. Coordinates project reviews with other staff members and the National Park Service. Assists with the promotion of the tax credit programs through public workshops, presentations, publications, and site visits. As a member of the Division of Preservation Incentives, helps to evaluate and improve internal processes and policies. Provides technical assistance and architectural expertise to agency staff members and programs, owners of historic properties, other members of the general public, state agencies, and local governments on appropriate treatment of historic properties.

Qualifications: Applicants must meet the *Secretary Of the Interior's Professional Qualifications Standards* and should have very strong working knowledge of the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, particularly the *Standards for Rehabilitation*, as well as a thorough understanding of historic preservation laws, regulations, policies, procedures, standards, and guidelines. Comprehensive knowledge of historic architecture of Virginia and/or Mid-Atlantic region; and the ability to apply technical, legal and cultural knowledge and planning principles to complex historic architectural rehabilitation projects.

Must possess strong analytical, problem solving, and organization skills, a demonstrated ability to establish priorities and manage heavy workload, both independently and in cooperation with tax credit staff; professional demeanor and ability to work effectively with property owners, the public, and colleagues within the agency, and strong organizational and communication skills, including both written and verbal communication skills required. Demonstrated computer skills using Microsoft Office suite and various software, including word processing, spreadsheets, and presentation applications.

Graduation from an accredited college or university with major course work in historic preservation, architecture, American architectural history, or closely related field required. Graduate degree in historic preservation, architecture, architectural history, or closely related field is highly desirable. Professional experience with rehabilitation tax credit projects is also highly desirable.

Application Requirements: To be considered for this position you must complete a state application through the on-line employment system at <https://jobs.agencies.virginia.gov> by 5:00 p.m. on **Monday, July 21, 2014 (extended closing)**. Resumes and cover letter may be attached but may not substitute for the on-line state application.

EOE M/F/M AND INDIVIDUALS WITH A DISABILITY ARE ENCOURAGED TO APPLY